

Process Name:	Environmental Policy	Document No:	ENV 01
Process Owner:	Production, Health & Safety and Environmental Manager	Revision No:	4.1
Author:	Head of Compliance & Business Improvement	Review Date:	Dec 17
Approved by:	CEO	Released by:	Internal Auditor
		Release Date:	05/12/16

REVISION HISTORY			
Version:	Date:	Issued by:	Summary of Changes:
4.1	05/12/16	K Waldock	Policy signature Debra Charles

The Novacroft Group Limited (which along with its subsidiaries will all be referred to collectively in this Environmental Policy as “Novacroft”) is a professional and environmentally conscious organisation, which acknowledges the impact that our operations may potentially have on the environment.

Novacroft is office based and the products and services we provide have minimal impact on the environment. Our end-to-end smartcard products and services include:-

- Software design, build, test and deployment, development and management of back office systems
- Data management
- Online application processing including validation, authentication and payment processing
- Production and encoding of smartcards
- 100+ seat Contact Centre for customer care on behalf of our clients and
- Development of new products and services to meet future client needs.

The environmental management system scope encompasses all the above activities at our Lakeside House offices. This spans the following departments, Card Production, Contact Centre, Software Delivery, Client Services, Information Technology, Finance, Compliance, Facilities, Research and Development and Human Resources.

The clear objective is to minimise any environmental impact our services may have by:

- Preventing pollution, reducing waste and ensuring, wherever practicable, that measures are implemented to protect and preserve and continually improve natural habitats, flora and fauna and the work environment
- Considering the effects that our operations may have on the local community
- Taking action to eliminate or reduce, as far as practicable, any potentially adverse environmental impacts
- Promoting environmental awareness amongst our employees, suppliers, contractors and partners
- Seeking to work in partnership with the community by behaving in a considerate and socially responsible manner
- Ensuring effective and expedient incident control, investigation and reporting.

Novacroft have identified our significant aspects as being, energy consumption, general and recyclable/confidential waste, transport (employees driving to and from work) and purchasing of production commodities.

Novacroft will fully comply with the requirements of all applicable legislation, including those duties set out within ‘Approved Guidance’ as issued by the Environment Agency and other organisations. As part of the company’s commitment to maintaining the highest levels of environmental management, Novacroft have achieved ISO14001:2004 environmental management systems certification and will continue to maintain the certificate to ensure compliance with this international standard.

All employees, suppliers and sub-contractors are expected to co-operate in the implementation of this policy, whilst ensuring that their own work, so far as is reasonably practicable, is carried out without risk to themselves, others or the environment. This includes co-operating with Novacroft’s Management on any environment related matters. Suppliers will be risk assessed prior to inclusion in the approved supplier database and regularly reviewed for their ongoing suitability.

All employees will be provided with the necessary resources, equipment, information, instruction and training to fulfil the requirements of this policy. Employees shall as mandatory each year complete the ‘Environmental Awareness Training’ and questionnaire. Employees are expected to achieve a minimum of 80% pass rate, however if this is not achieved then further training will be provided and the test taken again until an acceptable pass rate is attained.

Novacroft will take all practical steps to ensure that potential hazards and risks to the environment are identified and that suitable and effective preventive and control measures are implemented to mitigate the risk. A risk methodology has been devised in line with the principles set out by ISO 31000:2009.

Bi-annual management review meetings are held and in between these a committee meet bi-annually. At these meetings, performance is monitored, environmental objectives and key performance indicators are reviewed, along with results of audits, incidents and risk mitigation.

Managerial and supervisory Team Members have responsibilities for the communication and implementation of the policy and must ensure that environmental issues are given adequate consideration in the planning and day-to-day supervision of all work.

The CEO, Debra Charles has overall responsibility for all environmental matters. The operation of this policy and the associated processes will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company’s activities. This policy has been endorsed by the CEO and Management Team which gives its full support to its implementation.

This Environmental Policy is available to the public on the Novacroft website (www.novacroft.com).



Signed: Debra Charles - CEO

Date: 5th December 2016